

**DEPARTMENT HEAD MEETING
MINUTES June 29, 2006**

PRESENT:

Hayden Bentley, Sheriff	David Icenhour, Economic Development
Pete Bunn, Public Buildings Supervisor	Josh Mitchell, Solid Waste Department
Garry Bradshaw, Animal Control Director	Tonya Mitchell, Soil & Water Department
George Brown, I.T. Department	Linda Mundy, Elections Director
Julie Campbell, Cooperative Extension	Barbara Poole, Veterans Service Director
Bradley Earp, EMS Director	Jon Presnell, Recreation Director
Rick French, County Manager	Anita Price, Resource Center Director
Russell Greene, Emergency Services Dir.	Jamie Starnes, Clerk to the Board
Sandra Gregory, Human Resources Dir.	Luther Stocks, Tax Administrator
Jennifer Herman, Finance Director	Sylvia Turnmire, Planning & Development Dir.
Gary Hoyle, Library Director	Leeanne Whisnant, Health Director
Karen Hoyle, DSS Director	Renee Williams, Sheriff's Department

The June Department Head Meeting was held on Thursday, June 29, 2006 at 8:30 AM in the Administrative Building Conference Room, Taylorsville, North Carolina. Breakfast was served prior to discussion.

DISCUSSION OF ALEXANDER COUNTY ISSUES

The following issues were discussed:

Future Commissioners' Meetings

Rick French, County Manager, reviewed the Commissioners' Meeting Schedule for the remainder of the year as follows: July 24th, August 14th and 28th, September 11th and 25th, October 9th and 23rd, November 6th and 20th, and December 4th. He pointed out that only one meeting would be held in July and December due to holidays.

COLA for County Employees

Mr. French informed everyone that the 2 ½% cost of living adjustment would take effect on the July 21st paychecks.

Medical Insurance

Mr. French stated that the County had chosen to remain with Blue Cross Blue Shield for another year instead of going with Cigna. However, he noted that prescription co-pays would increase.

Safety Program

Mr. French mentioned that the County would be focusing more on safety in an effort to make the workplace safer and lower worker's compensation costs. He stated that Sandra

Gregory would be overseeing this and he stressed that injuries needed to be reported to Ms. Gregory IMMEDIATELY after they occurred.

Human Resources Reorganization

Mr. French stated that some reorganization had been taking place regarding Human Resources. He explained that Diane Fox in Administration would be receiving timesheets and distributing payroll checks and he noted that the Finance Department would be handling sign-ups, benefits, insurance, etc. Sandra Gregory will still be over worker's compensation and FMLA. Mr. French stated that he would go into more detail and make sure everyone was clear at the next meeting.

Ongoing Projects

Mr. French stated that construction was underway at the former Employment Security Commission building that will soon house Elections. Funding for the Bethlehem Branch Library has been approved and staff hopes to open the facility in the fall. The proposed site for the YMCA / Aquatic Center has fallen through. Meetings are currently being held to locate a new site.

Special Recognitions

Mr. French announced that several County employees were recognized at the June 19th Commissioners' Meeting including Doug Kerley (retirement), Barbara Poole (Veteran's Service Officer Accreditation), and Anita Price (Program of Excellence Award). Mr. French also noted that Sylvia Turnmire, Director of Planning & Development, would be taking over Mr. Kerley's duties.

Facility Energy Improvements Plan

Mr. French stated that the County was participating in a plan with the school system to lower utility costs. He explained that the plan would set guidelines on lowering costs by 15%. The County currently spends \$210,000 each year on utilities.

Courthouse Security

Hayden Bentley, Sheriff, gave an update on the status of the new security features at the courthouse. He stated that one stationary metal detector had been installed downstairs which would be operated from 8:00 AM to 5:00 PM Monday through Friday. The upstairs metal detector, once installed, will be operated while court is in session. Mr. Bentley mentioned that the upstairs doors would be locked if court was not being held.

Dental Clinic

Leeanne Whisnant, Health Director, announced that a dentist had been hired for the new dental clinic at the Health Department. She also stated that staff hoped that the renovations would be complete in August or September.

Continuity of Operations Plan

Russell Greene, Emergency Services Director, explained that the County had received a grant for a Continuity of Operations Plan that would outline a plan of action in the event that a County building was demolished. He stated that someone would be contacting

each department on July 20th or 21st to get an inventory for the plan. He also pointed out that a Disaster Control Team would be developed.

2005-2006 Accounts Payable

Jennifer Herman, Finance Director, reiterated from a previous email sent to department heads that the Finance Department would continue to accept bills from the 2005-2006 budget year as they came in. She asked that "2005-2006 budget year" be written on the actual bill so that Finance staff would know to take the funds from the 2005-2006 expenditures. She also asked that the same thing be done for deposit tickets.

Purchasing Policy

Mr. French reported that a purchasing policy was in the works. He asked that department heads refer any salesmen calling or dropping by to Craig Mayberry, Purchasing Agent.

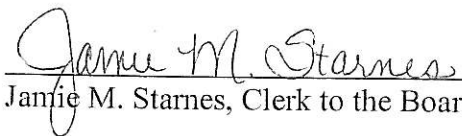
County Holiday

Mr. French reminded everyone about the July 4th holiday next Tuesday. He stated that the landfill and convenience sites would be closed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 AM.

Respectfully Submitted,



Jamie M. Starnes, Clerk to the Board